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# NASA Policy Directive

**NPD 4300.1B**Effective Date: February 19, 1999  
Expiration Date: February 19, 2011**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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## **Subject: NASA Personal Property Disposal Policy (Revalidated 1/31/06)**

**Responsible Office: Logistics Management Division**

### **1. Policy**

- a. NASA sales of "exchange/sale" property or surplus personal property will be conducted to minimize the cost of the sales process while obtaining the optimum maximum level of sales proceeds, thereby reducing Federal Government costs. All sales of NASA property shall be conducted in accordance with the Federal Property Management Regulations (FPMR), 41 Code of Federal Regulations (CFR) Part 101-45, "Sale, Abandonment, or Destruction of Personal Property," Federal Management Regulation 41 CFR Part 102-38, "Sale of Personal Property," and Part 102-39, "Replacement of Personal Property Pursuant to the Exchange/Sale Authority.
- b. NASA shall aggressively pursue the continued utilization of NASA excess and surplus personal property through transfer to Federal agencies and eligible donees including schools, in order to assist in achieving the NASA Strategic Plan goals of transferring technology and educational excellence.
- c. NASA shall aggressively pursue acquiring excess property from other Federal agencies for NASA use, thereby reducing new procurements, lowering NASA cost of operations, and assisting in achieving the NASA Strategic Plan "Values of Excellence" to provide the most cost-effective and timely services to our customers.
- d. All NASA property that is to be disposed of shall be properly and completely rendered safe, and any hazard either abated or adequately identified and documented to preclude harm to the gaining entity. If any report of hazard or other problem or deficiency has been generated about such hardware/equipment, those reports shall be included as an integral part of the equipment/property disposal process along with any applicable Material Safety Data Sheet.

### **2. Applicability**

- a. This policy is applicable to NASA Headquarters, and NASA Centers, including Component Facilities and to JPL and to other NASA contractors to the extent specified in their contracts.
- b. This NPD is not applicable to contractor inventory, defined by statute at 40 U.S.C. 472(k) and by regulation at 48 CFR 45.601. Regulations governing disposal of contractor inventory are contained in FPMR Parts 102-36 "Disposition of Personal Property," 102-37, "Donation of Surplus Personal Property," 102-38, "Sale of Personal Property," and in the Federal Acquisition Regulations (FAR) at 48 CFR Subpart 45.6, "Reporting, Redistribution, and Disposal of Contractor Inventory," and in the NASA FAR Supplement (NFS) at 48 CFR Subpart 1845.6, "Reporting, Redistribution, and Disposal of Contractor Inventory."

### **3. Authority**

- a. 42 U.S.C. 2473(c), Section 203(c) of the National Aeronautics and Space Act of 1958, as amended.
- b. Public Law 107-217 title 40, United States Code, "Public Buildings, Property, and Works", August 21, 2002, previously 40 U.S.C. 471 et seq., the Federal Property and Administrative Services Act of 1949, as amended.
- c. 41 CFR Part 101 of the FPMR, Subchapter H, "Utilization and Disposal."
- d. 41 CFR Part 102 of the FMR, Subchapter B, "Personal Property."

### **4. References**

- a. Executive Order 12999, dated April 17, 1996, "Education Technology: Ensuring Opportunity for All Children in the Next Century," 3 CFR (1996 Compilation).

- b. FAR Subpart 45.6, 48 CFR Subpart 45.6, "Reporting, Redistribution, and Disposal of Contractor Inventory," and NFS Subpart 1845.6, 48 CFR Subpart 1845.6, "Reporting, Redistribution, and Disposal of Contractor Inventory."
- c. NPR 4300.1 , "NASA Personal Property Disposal Procedures and Guidance."
- d. NPR 4310.1 , "Identification and Disposition of NASA Artifacts."
- e. NPD 4300.4, "Use of Space Shuttle Materials as Mementos."

## 5. Responsibility

- a. The Assistant Administrator (AA) for the Office of Infrastructure and Administration is responsible for the overall management of property disposal activity in the Agency, for establishing Agency disposal policy, and for assessing the effectiveness of policy implementation.
- b. The Center Directors shall be responsible for the following:
  - (1) Implementing the policies established by this NPD.
  - (2) Appointing a Property Disposal Officer for their respective Centers who will be responsible for assuring the proper utilization, transfer, sale, or other disposition of NASA personal property.
  - (3) Establishing Center internal procedures to ensure compliance and uniformity and to protect the integrity of the sales process.
- c. Each NASA organization shall be responsible for determining whether NASA property is required for its needs. In the case of a negative determination, the NASA organization shall report the property with a complete commercial description within 3 calendar days to the Center Property Disposal Officer for further Federal disposal processing.
- d. The Center Property Disposal Officers shall be responsible for the following:
  - (1) Ensuring that unneeded or excess/surplus NASA personal property is transferred to Federal and non-Federal eligible organizations, sold, or disposed of, as efficiently and promptly as possible, in accordance with delegated authority pursuant to applicable laws, regulations, and international agreements of the United States.
  - (2) Establishing controls over the processing of transfer orders for acquiring and disposing of property.
  - (3) Establishing and maintaining adequate systems of excess property accountability which shall include the detection of improper use, unauthorized disposal, or destruction of excess personal property.
  - (4) Establishing, maintaining, and pursuing procedures for recovery of precious metals, to the maximum extent practicable, from NASA excess or surplus personal property, when such property is not transferred or sold as a useable whole item.

## 6. Delegation of Authority

- a. All authority conferred upon the Administrator as the head of an agency by Public Law 107-217 title 40, United States Code, "Public Buildings, Property, and Works", August 21, 2002, previously 40 U.S.C. 471 et seq., the Federal Property and Administrative Services Act of 1949, as amended, by Subchapter B of the FMR , and by Subchapter H of the FPMR, is hereby delegated to the AA for the Office of Infrastructure and Administration with regard to the matters involving the disposal of Agency personal property enumerated in subsections (1) to (10) below, with power of redelegation, except for subsections (9) and (10) below which may not be redelegated. The determinations referenced in subsections (9) and (10) below require the approval of the NASA Headquarters Associate General Counsel for Contracts.
  - (1) The determination of excess personal property.
  - (2) The sale, exchange, exchange/sale, transfer, or donation of excess personal property, including transfer of title of a Government vehicle.
  - (3) The recovery of precious metals.
  - (4) The disposal of foreign excess personal property (with the exception of the authority conferred by 40 U.S.C. 514(c) regarding employment of personnel).
  - (5) The execution of cooperative agreements with States regarding surplus personal property, when the Administrator is designated pursuant to 40 U.S.C. 484(n).
  - (6) The disposal, or the transfer to other Federal agencies, of forfeited, abandoned or unclaimed personal property.
  - (7) Any determination that the application of contract disputes procedures to contracts for the sale of personal

property to foreign governments or international organizations is not in the public interest.

(8) Any determination that a compelling reason exists to permit a debarred or suspended contractor to enter into a contract for the purchase of personal property.

(9) Any determination to correct a bid, any determination to permit a bidder to withdraw or correct a bid, or any determination that a bidder may neither withdraw nor correct a bid, before award of a contract for the sale of personal property.

(10) Any determination to rescind or reform a contract for the sale of personal property after award.

b. All authority conferred upon the Administrator as the head of an agency by 15 U.S.C. 3710(i), Section 11(i) of the Stevenson-Wydler Technology Innovation Act of 1980, as amended, concerning excess research equipment, is hereby delegated to the AA for Office of Infrastructure and Administration, with power of redelegation.

c. All authority conferred upon the Administrator as the head of an agency to designate employee programs to receive funds resulting from the sale of materials recovered through recycling or waste prevention programs is hereby delegated to the AA for the Office of Infrastructure and Administration, with power of redelegation.

## 7. Measurements

a. Measurements for NASA utilization and marketing of excess or surplus and "exchange/sale" personal property functions will reflect the status of operations and progress in the achievement of policy goals and objectives. Consequently, they will be comprised of accepted standards reflected in existing reports and metrics to be developed for measurement of improvements and change in logistics infrastructure and processes.

b. Current reports that reflect status of existing operations include Timeliness of Disposal Processing.

c. Reports will be generated and/or submitted by automated data processing methods when capabilities exist and will be submitted semi-annually by May 15 and November 15 of each year.

d. New reports, as required, will be initiated and developed jointly by the NASA Headquarters Logistics Management Office and NASA Center Property Disposal Officers.

## 8. Cancellation

NPD 4300.1A, dated February 19, 1999

**Revalidated January 31, 2006, Original Signed by  
/s/ Sean O'Keefe  
Administrator**

### Attachment A: (Text)

Timeliness of Disposal Processing Metric

### (URL for Graphic)

[Attachment](#)

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